

Sanitized - Approved For Release : CIA-RDP54-00177A000100110021-8

Office Memorandum • UNITED STATES GOVERNMENT

TO : CHIEF, SERVICES BRANCH

DATE: 3 August 1948

FROM : CHIEF, SUPPLY DIVISION

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SUBJECT: Monthly Report for June.

1. STATUS OF PERSONNEL IN SUPPLY DIVISION, SERVICES BRANCH:

Total No. of Personnel Allowed under Approved Table of Organization.	Total No. of Personnel on Duty.	Total No. of Personnel Interviewed and Actions Initiated.	Remaining Unfilled Positions.
Chief 5	4	0	1
Contract 4	4	0	0
Procurement 14	13	0	1
Real Estate & Ut. 5	5	0	0
Appliance Main. 4	3	0	1
Telephone 20	17	3	0
Storage & Issue 59	49	9	1
TOTAL 111	95	12	4

Due to the great volume of work at the end of the Fiscal Year, it was not possible to get the June report in on time.

The Supply Division has accomplished the following as of the close of business June 30, 1948.

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1. Funds were encumbered from 1948 funds for the supplies, equipment and services for the [REDACTED] Projects as approved by the Projects Review Committee.

2. District Engineers started construction work at [REDACTED] Warehouse.

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3. All concerned have worked diligently to correct deficiencies outlined in the Gaynor Report. This was accomplished with few exceptions, made necessary by dependence on outside agencies over whom we had little control.

4. A representative of the Contract Section made a trip to acquire suitable space for the establishment of Inspection and Security Field Offices.

5. The fence and gates at [REDACTED] Warehouse were erected and security measures placed in operation.

6. Through liason with the Navy Department, the Temporary Buildings 13 and 14 are being made ready for occupancy.

7. The construction work in Building 14 has progressed to the point where personnel could be moved into the building.

8. The road from the highway to [REDACTED] Station has been filled in with gravel, so as to render it passable.

9. Budget estimates prepared and submitted to Chief, Services Branch

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The foregoing will give you some idea of the major accomplishments for the month of June.

Future plans include:

1. Speedy completion of all recommendations not carried out with regard to the Gaynor Report.
2. Preparation of written procedures in manual form.
3. Arrangements for servicing Field Offices in Continental Limits of the United States, through the Bureau of Federal Supply, Supply Centers.
4. Increasing service rendered to the operating offices of CIA.
5. Rendering Administrative support to [REDACTED] in constructing and establishing their stations.

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5. VOLUME:PROCUREMENT SECTION:a. Requisitions:

Requisitions numbered and processed.....997

Distribution as follows:

Procurement Section.....599
 Storage and Issue Section.....275
 Typewriter Repair Shop..... 55
 Contract Section..... 19
 Communications Division..... 21
 Real Estate and Utilities..... 27

Requisitions that have been numbered and distributed but no information
 as to action taken posted on Kardex copy:

Purchase..... 0
 Storage and Issue.....104
 Storage & Issue (Operational).... 41
 Special Procurement..... 3
 Typewriter Repairs..... 19
 Real Estate & Utilities..... 15
 Communications Division 27
 Contract Section.....52
 Dispensary..... 2
 Transportation..... 2
265

Note: The above include requisitions in the process of being filled, purchase orders pending distribution, checking, signature and encumbrance by Finance Branch.

Further breakdown of requisitions held within Procurement Section:

a. Without action..... 0
 b. Pending receipt of bids..... 0
 c. Pending clearances..... 0
 d. Pending justification..... 0
 e. Pending clarification 0
 f. Pending repairs & billing.... 0

Requisitions and/or purchase orders completed during period:

Fiscal Year 1947: 5 Fiscal Year 1948: 1010

Abstracts necessary due to improper requisitioning.....49

Requisitions on which purchase orders have been issued, but materials remain outstanding:

Fiscal Year 1947: 16 Fiscal Year 1948: 1795

b. Purchase Orders:

Purchase orders prepared and typed.....1286
 Total number of items involved.....3180
 PO's prepared but pending checking and signature..... 0
 PO's prepared but pending encumbrance by Fiscal Division..... 0

Total amount expended.....\$563,744.68

c. Telephone calls:

Total number of telephone calls received.....1584
 Total number of telephone calls out.....2260

d. Bids:

Formal bids prepared and typed..... 47
 Items involved330
 Contractors invited to bid.....612
 Formal bids outstanding..... 3

Telephone bids prepared and typed.....274
 Items involved.....698
 Contractors invited to bid.....153
 Telephone bids outstanding..... 0

Wire bids prepared and typed..... 0
 Wire bids outstanding..... 0

Informal bids prepared and typed..... 74
 Items involved.....519
 Contractors invited to bid..... 52
 Informal bids outstanding..... 0

e. Letters:

Prepared and typed.....96

f. Memorandums:

Prepared and typed.....223

g. Wires:

Prepared and typed.....30

h. Bills of Lading:

Prepared and typed..... 21

i. Petty Cash Fund:

Purchases and/or services rendered by using Petty Cash Fund.....\$49.67

j. Printing and Binding:

Printing and Binding estimates received.....\$1891.59

Volume for the Fiscal Year 1948 and comments:

a. Total number of requisitions processed.....10,469
 b. Total number of purchase orders issued.....11,398
 c. Total amount expended.....\$2,914,818.85

APPLIANCE MAINTENANCE SECTION:

Number of requisitions received during month of June.....45
 Number of requisitions completed during June.....57
 Number of requisitions incomplete from present and previous months....16
 Overhaul and shop work.....20
 Overhaul and shop work on Storage & Issue machines.....13
 Service calls.....99
 Service calls made for NSC..... 0
 Total number of machines repaired.....132
 Estimated dollar value of all overhaul and repairs.....\$603.63

REAL ESTATE AND UTILITIES SECTION:

Requests received prior to July 1 and which have not
 been processed.....39
 Requests received in writing during June.....104
 Telephone calls received during June.....1250
 Requests processed by memorandum.....56
 Requests processed verbally.....375
 Requests processed by FWA Form #52.....52 *→ 11 Aug 48 by PBA*
 Requisitions written for contractual services.....5
 Work orders written for contractual services (\$3,400.00).....7
 Requisitions written, miscellaneous.....0
 Requests for moves of equipment.....28
 Space Moves 6, Personnel moved.....106
 Man-hours worked by regular assigned FWA laborers.....2616
 Man-hours worked by additionally assigned FWA laborers.....0

CONTRACT SECTION:

Supply Contracts completed, Vouchered.....26✓ \$188,117.70
 Supply Contracts Completed, Unvouchered.....1 × 12,893.20
 Supply Contracts pending, vouchered.....2 270,432.62
 Supply Contracts pending, unvouchered.....1 30,000.00
 Leases completed, vouchered.....1✓ 2,500.00 (mo.)
 Amendments to Supply Contracts pending, vouchered.....1
 Amendments to Supply Contracts pending, unvouchered.....1
 Service Contracts completed, vouchered.....9✓
 Amendments to Service Contracts pending, vouchered.....3
 Number of requisitions incomplete as of 1 June.....35
 Number of requisitions received June 1 thru June 30.....30
 Number of requisitions completed during June.....45
 Number of requisitions incomplete as of July 1.....20
 Invitations to Bid issued.....14
 Amendments to unvouchered Contracts pending.....1
 Amendments to unvouchered Contracts completed.....1 ×
 Total number of contracts, leases, amendments, etc. handled.....61
 Total amount expended during the Fiscal Year 1948.....\$1,306,530.92

STORAGE AND ISSUE SECTION:Furniture Repairs:

General Repairs.....Service Calls: 33 Stock Repairs: 88
 Upholstering.....Stock Repairs: 2
 Refinishing.....Stock Repairs: 7
 Service calls.....20

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STORAGE AND ISSUE SECTION

	<u>Number</u>	<u>Unit</u>	<u>Weight</u>
1. Purchase Orders received	1,154	4,117	487,590
2. Job orders for reloading and storage			2,317,446
3. Requests for local delivery or pick-up	1,010		1,454,150
4. Job orders for Cargo to be processed and packed for overseas	112	16,325	128,389
5. Requests for Domestic shipments	45	270	33,809
6. Job orders for service	35		988,266
7. Orders for Cargo to be shipped overseas	75	319	49,785

Office Supplies

	<u>Number of Transactions</u>	<u>Number of Items</u>	<u>Number of Units</u>
Credit Vouchers	427	3,985	336,168
Debit Vouchers	21	47	44,420

Office Equipment

Credit Vouchers	183	441	1,486
Debit Vouchers	82	174	845

Operational Equipment

Credit Vouchers	32	220	582,711
Debit Vouchers	15	27	3,934

Medical Supplies

Credit Vouchers	9	70	681
Debit Vouchers	1	1	12